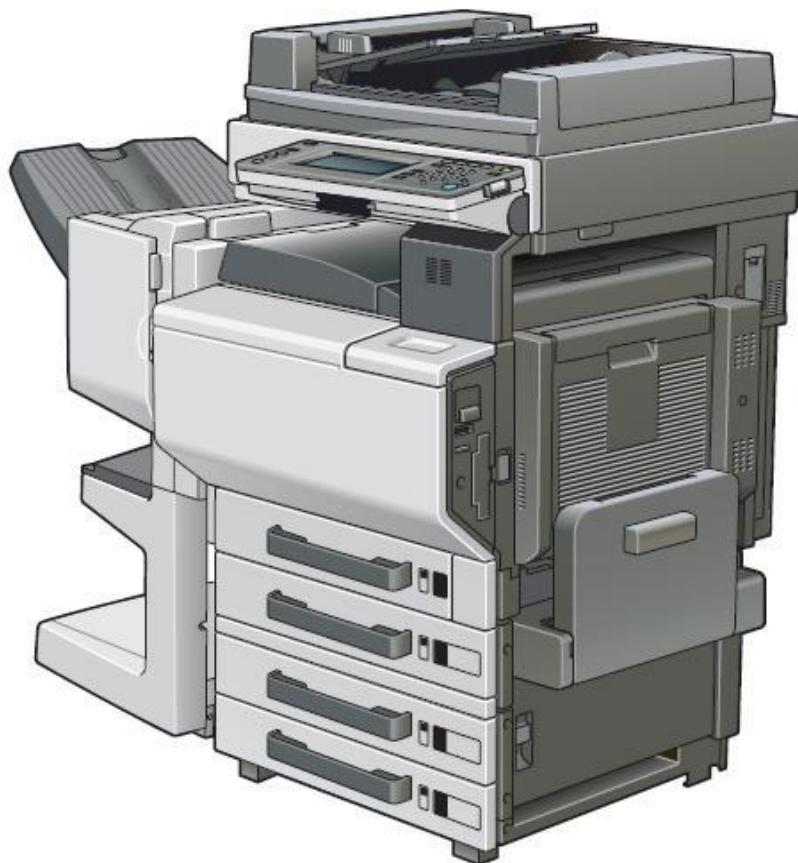




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bizhub C450/C352/C351

Shortcut Manual

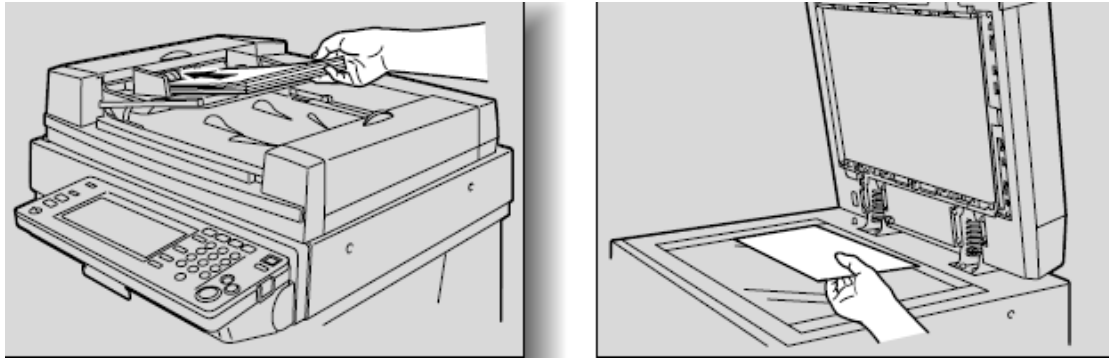


For detail information , Please refer to the User Manual

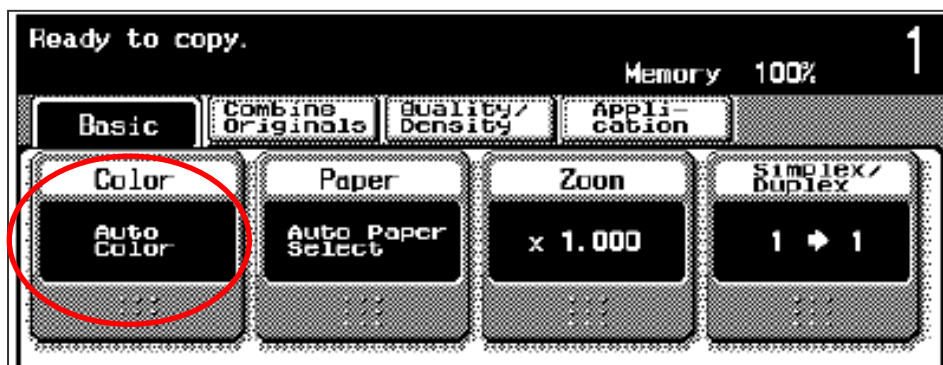


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C450/C352/C351 Shortcut Manual



Place Originals on the Feeder(Face Up) or/ On the Original Glass (Face Down)



Basic (I)

-- Color Mode

1. Press **Black** to make copy in Black & White
2. Press **2 Color**, then the areas of the scanned document, except the black will be kept unchanged, others will be changed to the selected color

(Red/Yellow/Blue/Magenta/Green)



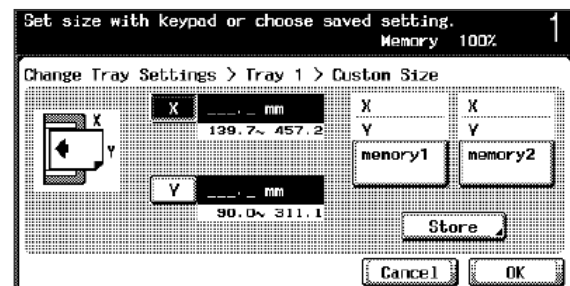
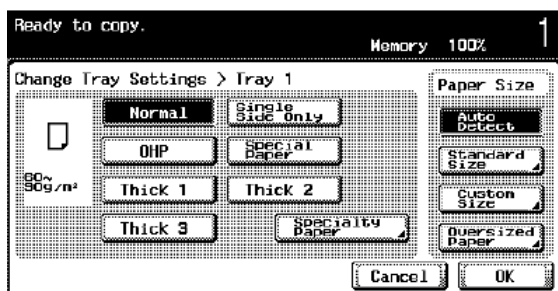
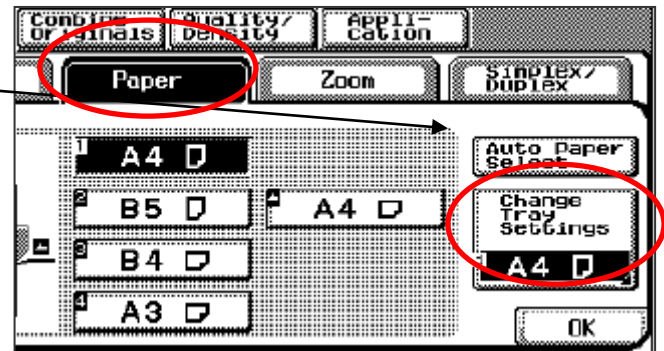
3. Press **Single Color** – the areas of the scanned document will be changed to the selected color

The essentials of imaging

Basic (II)

Change Paper Size

- 1 Press **Basic** & then **Paper**
- 2 Select the 1st Cassette /Bypass Tray
- 3 Press **Change Tray Settings**
- 4 Select the Paper Size
 - a Press **Standard Size** to select A4/A3... etc /or
 - b Press **Custom Size** input the length (X) & width (Y)
- 5 Press **OK**

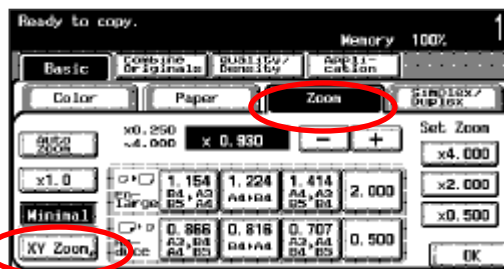


Basic (III)

-- Zoom

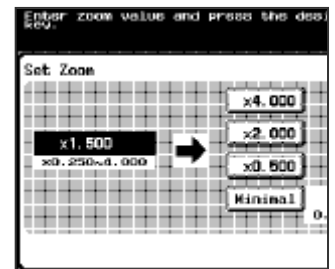
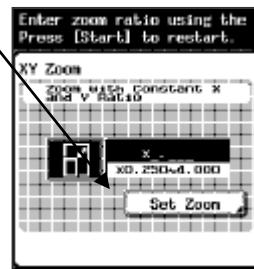
Reduce Size /Enlarge Size

Press **ZOOM**



- 1 Select the Standard Zoom Ratio
 - a For example, A3 reduce to A4 size

Press **A3 ▶ A4**

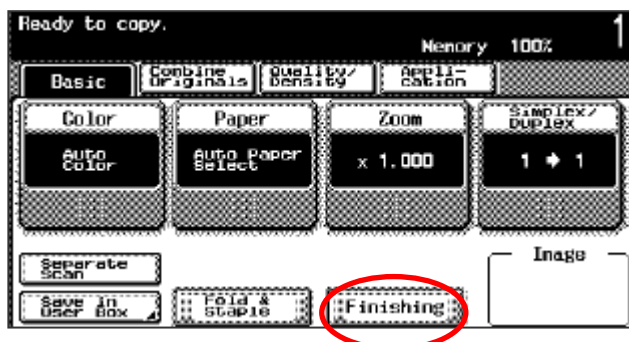
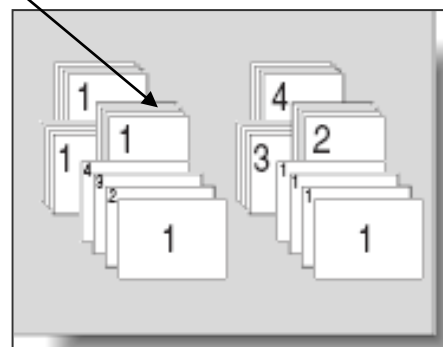


- b Or Press **XY Zoom** & then press **Set Zoom** to input the zoom ratio directly , & then **OK**

Offset— sorted into complete sets

1. Press **Finishing**
2. Press **Offset**

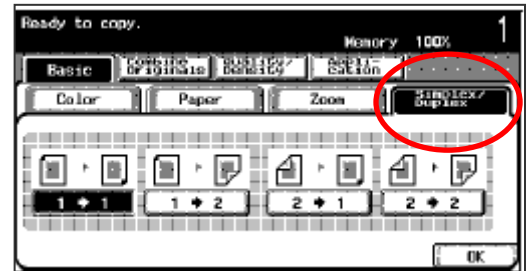
If no finisher is installed, the copies will be offset like the picture below



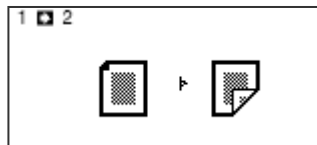
Basic (IV)

--Making Simplex (1-sided) / Duplex Copies (2sided)

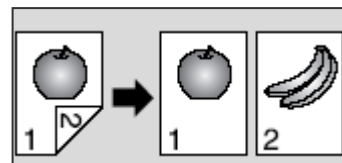
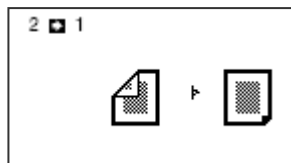
Press **Simplex** / **Duplex** to select



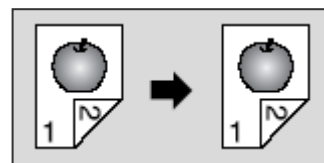
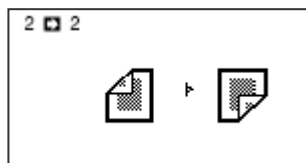
a. Single-sided original to Double-sided Copy **1 to 2**



b. Double-sided Original to make Single-sided copy **2 to 1**



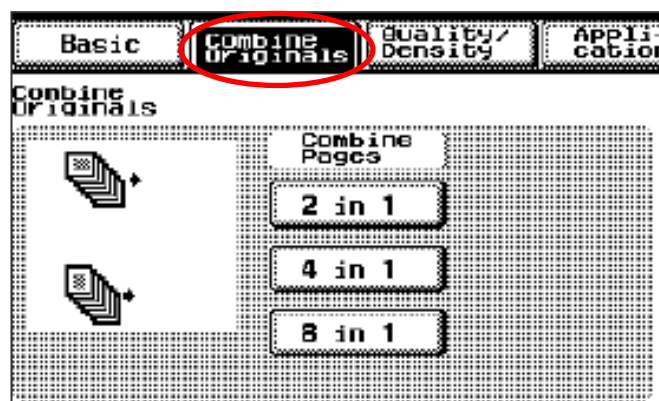
c. Double-sided Original to make Double-Sided Copy **2 to 2**



A. Combine Originals (I)

-- to reduce the size from 2/4/8 sheets originals into 1 sheet of copy

Press **Combine Originals** & then select **2in1** , **4in1**

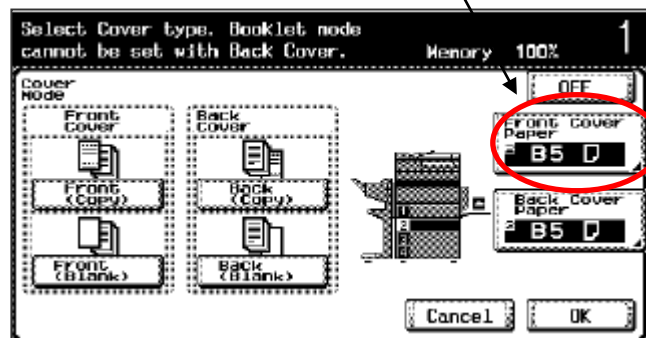


Application



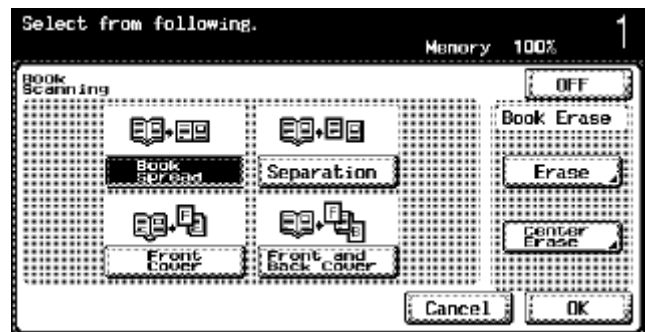
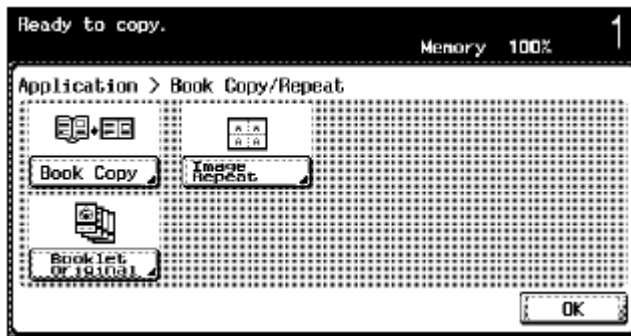
Sheet / Cover /Chapter Insert

1. Press **Application**
2. Press **Sheet /Cover /Chapter Insert**
3. Press **Cover Mode**
4. Select whether making copy on the Front Cover, if yes, select **Front Copy**
5. & select the cover cassette
6. Press **OK**
7. Press **Start**





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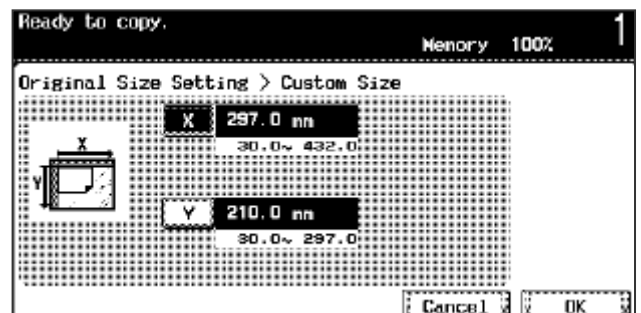


Book Copy

1. Press **Application**
2. Press **Book Copy / Poster / Repeat**
3. Press **Book Copy**
4. Press **Separation**
& **Front Cover/Back Cover**
5. Open the book & place it onto the original glass , Press **Start** to scan
6. Until all pages have been scanned , Press **Finish**
7. & then Press **Start**

Image Repeat

1. Press **Application**
2. Press **Book Copy / Poster / Repeat**
3. Press **Image Repeat**
4. Press **With Margin / Without Margin**
5. Press **Set Range**
6. Press **Custom Size** , input the length (X) & the width (Y)
7. Press **OK**
8. Press **Start**



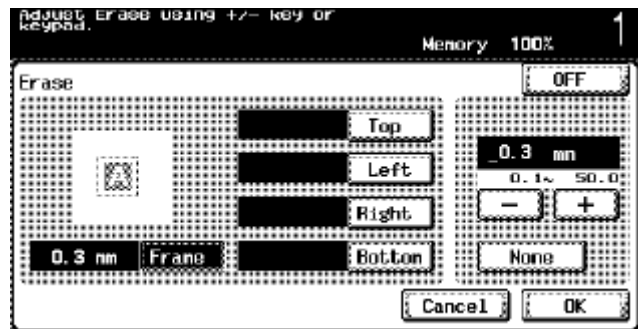
The essentials of imaging

Page Margin

1. Press **Application**
2. Press **Page Margin**
3. Select the position for making margin
4. Press **OK**
5. Press **Start**

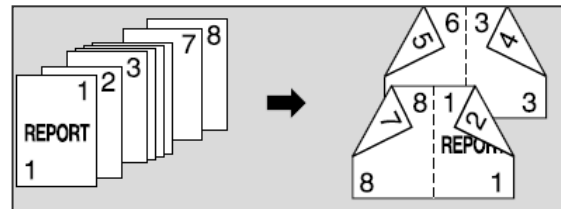
II. Erase

1. Press **Application**
2. Press **Erase**
3. Select the position
4. Press **OK**
5. Press **Start**



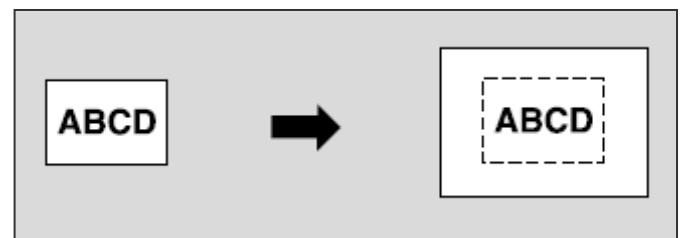
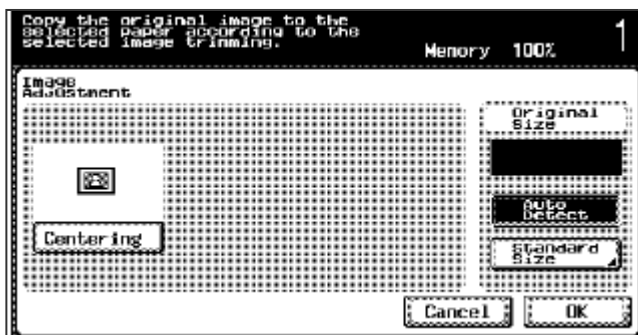
Booklet Pagination

1. Press **Application**
2. Press **Booklet Pagination**
3. Press **Start**



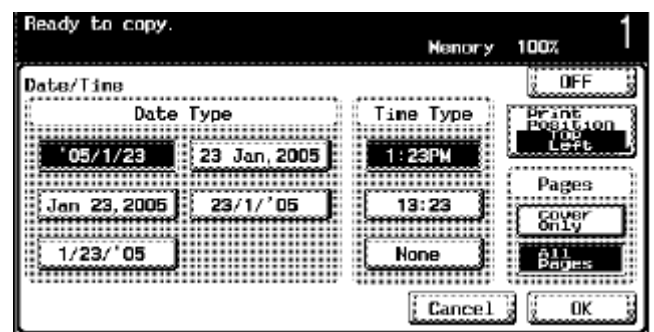
III. Image Adjustment

1. Press **Application**
2. Press **Image Adjustment**
3. Press **Centering**
4. Press **Start**



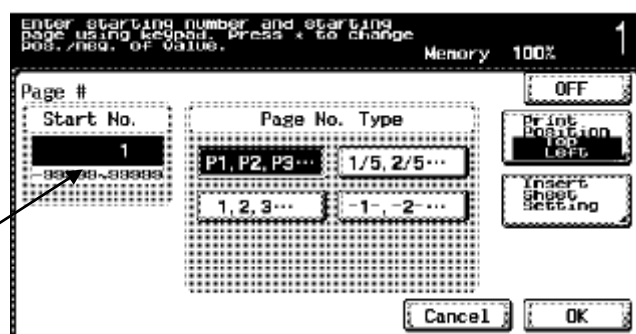
Date / Time

1. Press **Application**
2. Press **Stamp**
3. Press **Date /Time**
4. Press **Print Position**
5. Press **OK**
6. Press **Start**

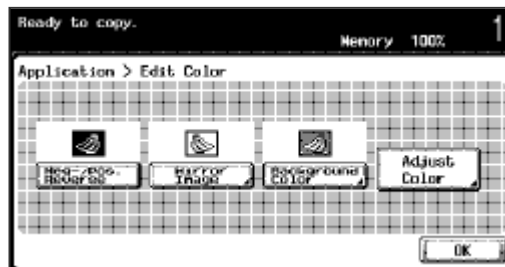


Page

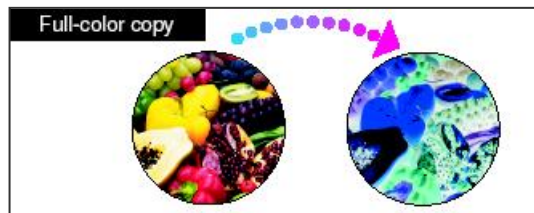
1. Press **Application**
2. Press **Stamp**
3. Press **Page #**
4. **Input the start no**
5. Press **Print Position** for different position
6. Press **OK**
7. Press **Start**



Edit Color



1. Press **Application**
2. Press **Edit Color**
3. Press **Neg. Pos. Reverse**

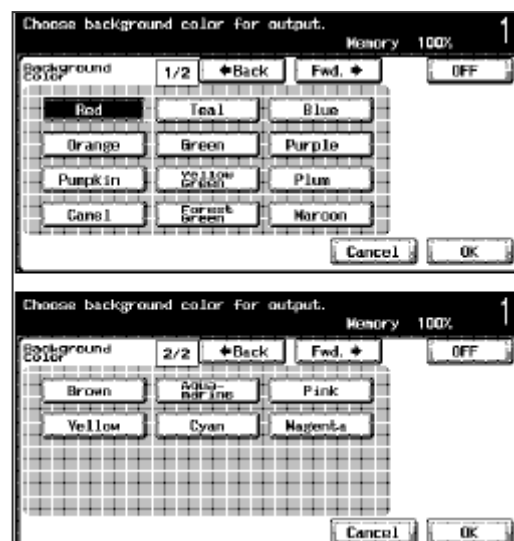


or Press **Mirror Image**



Background Color – turn the background into the color selected

1. Press **Application**
2. Press **Edit Color**
3. Press **Background Color**
4. Select the background color
5. Press **OK**
6. Press **Start**

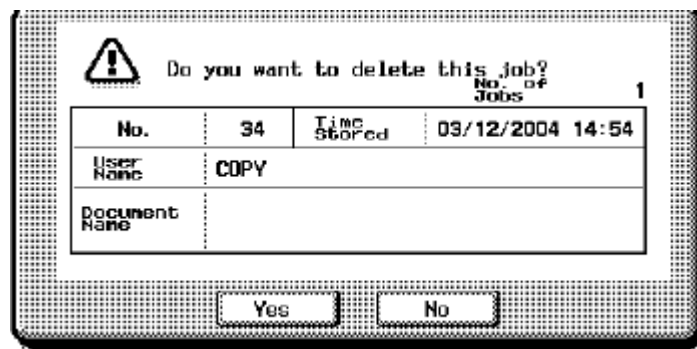
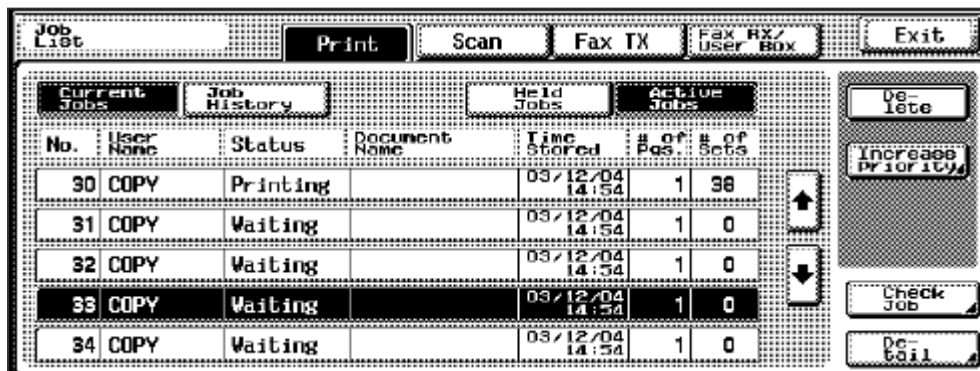




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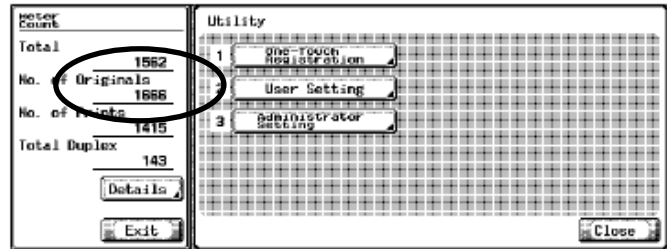
A Delete the copy job in the Waiting List

1. Press **Job List**
2. Press **Print** & then press **Active Jobs**
3. Select the job you want to delete
4. Press **Delete**
5. Press **Yes**



Report the Meter Monthly , After print it , FAX TO 2565 2128

1. Press **Utility / Counter**
2. Press **Detail**
3. Press **Print**
4. Select Paper Tray
5. Press **Start**



[illegible]

[illegible]



This image shows a full page of white paper with horizontal dashed lines, typical of primary-ruled notebook paper. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings present.



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